



## AIR CONSTRUCTION PERMIT BASIC INSTRUCTIONS

The DNR wants to make sure your air construction permit application submittal is successful; therefore, at any time during the application process, please contact the DNR at 1-877-AIR-IOWA (1-877-247-4692) for help or clarification.

As indicated in Iowa rules (567 IAC Chapter 22), an air construction permit is required before installing or altering any equipment that emits, or potentially emits, an air contaminant. The DNR's Air Quality Bureau is responsible for the review and approval of all air construction permitting in Iowa with the exception of Linn and Polk counties where local air programs are present. Please contact the appropriate local air program if your facility is located in one of these counties.

The purpose of the air construction permit application is to provide complete data about the equipment, emission point(s), and control equipment in your project to help the DNR ensure, not only that your facility complies with state and federal laws, but also that the air quality in the State of Iowa is protected. There are several pieces of information the DNR needs to be able to issue a permit; therefore, to ensure your application is complete and can be processed expediently, please follow these steps:

### 1. Familiarize Yourself with the Application Forms

Air construction permitting forms can be found at: [www.iowadnr.gov/airconstructionpermits](http://www.iowadnr.gov/airconstructionpermits) under the tab "Application Forms." You will also notice all rules and guidance for air construction permitting can be found on this page.

Below is a list of all the forms that could be included in an air construction permit application. Depending on the nature of the project, choose the forms needed for the equipment you are installing or modifying. Each form includes in-depth instructions on how to complete it. Please do not include these instructions with the application.

- **Form AF: Construction Permit Application Fee.** This form identifies the fee required for the review of the air quality construction permit application(s).
- **Form FI: Facility Information.** This form identifies your company or facility, equipment location, and personnel involved in the permit application.
- **Form CP: Project Cover Page.** This form provides a description of your company or facility and the purpose for your application and project.
- **Emission Unit Information Forms:** Include in your application a form for **each** emission unit in your project, even if multiple emission units vent through the same emission point. Choose the EU form for your equipment type.
  - a. **Form EU: Emission Unit Information** (for any equipment not identified in Forms EU1 - EU5).
  - b. **Form EU1: Internal Combustion Engine Information**
  - c. **Form EU2: Nonmetallic Mineral Processing Plant (Fugitive Only) Information**
  - d. **Form EU3: Spray Paint Booth Information**  
Note: When completing a Form EU3, do not include a Form CE1 for the filter system associated with the spray paint booth. However, fill out Form CE if control equipment other than a filter system is applied to the booth.
  - e. **Form EU4: Cooling Tower Information**  
Note: When completing a Form EU4, do not include a Form CE or a Form EP to describe the control equipment and emission point associated with the cooling tower.
  - f. **Form EU5: Boiler Information**



- **Control Equipment Forms:** If applicable, include in your application a form for **each** piece of control equipment or control measure. Choose the CE form for your control equipment or control measure type.
  - a. **Form CE: Control Equipment Information** (for equipment not identified in Forms CE1 – CE6).
  - b. **Form CE1: Control Equipment Information for Fabric Filters**
  - c. **Form CE2: Control Equipment Information for Cyclones**
  - d. **Form CE3: Control Equipment Information for Wet or Dry Scrubbers**
  - e. **Form CE4: Control Equipment Information for Thermal Oxidation**
  - f. **Form CE5: Control Equipment Information for Catalytic Oxidation**
  - g. **Form CE6: Control Equipment Information for Catalytic and Non-Catalytic Reduction**
- **Form EP: Emission Point Information.** This form identifies the emission point (stack or vent) associated with the emission unit(s) included in the permit application.
- **Form EC: Emission Calculations.** This form aids in understanding the processes being permitted and to verify the methodology of emission calculations. The information on this form is critical, because it provides the most accurate description of your potential air emissions.
- **Form EI: Facility Emission Inventory.** This form provides information on plant-wide total emissions and emissions from each emission point. Total emissions are used to classify the plant into the appropriate categories for the Prevention of Significant Deterioration (PSD) and Title V programs.
- **Form GHG: Project Greenhouse Gas Emission Inventory.** This form provides information on total greenhouse gas emissions for the project and for each emission point in the project.
- **Form MD Non-PSD Modeling Determination.** This form assists applicants in determining whether an air dispersion modeling analysis will be required for non-PSD construction permit projects. It is used for both new construction permit projects and for modifications to previous projects.
- **Form MI-1: Modeling Information for Non-PSD Projects (Plot Plan).** A scaled plot plan of the entire plant is **recommended** for construction permit applications; however, **it must be submitted** if air dispersion modeling is required by Form MD or if requested by the Department.
- **Form MI-2: Modeling Information (Emission Source Characteristics).** This form provides information on the emission characteristics of each existing emission unit/point and fugitive sources located at the facility. Submittal of Form MI-2 is **recommended** for construction permit applications; however, **it must be submitted** if air dispersion modeling is required by Form MD or if requested by the Department.



## 2. Choose the Forms to Include in Your Application

When selecting the forms to put in your application, keep these points in mind:

- **Required Forms:**
  - a. Applications modifying an existing permit **less** than five years old must include:
    - One Form AF,
    - One Form FI,
    - One Form CP,
    - One Form GHG (only if there are greenhouse gas emissions), and
    - Any forms that have changed from the last permit issuance.
  - b. Applications modifying an existing permit **more** than five years old and applications for **new** or **unpermitted** existing equipment must include:
    - One Form AF,
    - One Form FI,
    - One Form CP,
    - The appropriate Form EU for **each** emission unit in your project,
    - The appropriate Form CE for **each** piece of control equipment or control measure in your project,
    - Form EP for **each** emission point,
    - Form EC for **each** emission point,
    - One Form EI,
    - One Form GHG (only if there are greenhouse gas emissions),
    - One Form MD,
    - One Form MI-1 (Facility Plot Plant) if Form MD indicates modeling analysis is required, and
    - One Form MI-2 if Form MD indicates modeling analysis is required.
- **Multiple Emission Points or Control Equipment:** Remember to include an emission unit form for **each** emission unit that vents to an emission point; a Form EP for **each** emission point being permitted and a control equipment form for **each** piece of control equipment or control measure included in the project. If a source has more than one stack per emission unit, then it will need a separate Form EP for each stack.
- **PSD Application:** If you are submitting a PSD application, additional information may be required. Please contact Sarah Piziali, Construction Permit Supervisor, at [sarah.piziali@dnr.iowa.gov](mailto:sarah.piziali@dnr.iowa.gov) or 515-725-9549, prior to submitting the application.

## 3. Gather Additional Information to Help You Complete the Application

Several pieces of information and resources will help you complete the application. These include:

- Manufacturer's Design Literature or Operation Manual
- Manufacturer's Emissions Data
- Safety Data Sheets
- Fuel description and specifications from fuel supplier
- EPA Emission Factors at <http://www.epa.gov/ttn/chief/>
- SIC Codes at <https://www.osha.gov/pls/imis/sicsearch.html>
- NAICS Codes at <http://www.naicscode.com/>



#### 4. Follow the Completeness Checklist

Prior to submitting your application please review the following commonly omitted informational pieces that could delay your permit if they are missing:

- ☐ The responsible official has signed and dated Form FI: Facility Information.
- ☐ The consulting engineer (if from outside the company) has signed and dated Form FI: Facility Information and provided his/her Iowa Professional Engineer's License Information on Form FI.
- ☐ Construction permit numbers are included for modification of previously permitted equipment.
- ☐ Identification numbers for emission units, emission points, control equipment or control measure are consistent throughout the construction permit application.
- ☐ All air-pollutant emitting units operating at your facility, including exempt, permitted, and unpermitted existing units are listed on Form EI: Facility Emission Inventory.
- ☐ Form MI-1 (Facility Plot Plan) and Form MI-2 are included if Form MD indicates that modeling analysis is required for your project.
- ☐ The following information fields have been reviewed one last time to ensure they have been included. A permit cannot be issued without these pertinent pieces of information:
  - The maximum rated capacity on the emission unit forms.
  - The date of construction, on-site installation, or modification on the emission unit and control equipment forms.
- ☐ If confidentiality is requested, two copies of the construction permit application must be provided – one with all required information and the second with the requested confidential information blacked out. Please note that the confidentiality request must include a letter of substantiation and it must be reviewed by DNR legal counsel to ensure it meets the requirements specified in 561 IAC 2.5(7). For questions regarding confidentiality requests, please contact Kelli Book, DNR Attorney, at [Kelli.Book@dnr.iowa.gov](mailto:Kelli.Book@dnr.iowa.gov) or at 515-725-9572.

#### 5. Submit Your Application

Submit your application with original signatures to:

Iowa Department of Natural Resources  
Air Quality Bureau  
Attn: Application Log In  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319

Applications may also be submitted electronically using the State Permitting and Air Reporting System (SPARS). For additional information please visit the DNR website or contact the SPARS Helpdesk.

#### 6. Track Your Application

Once your application is submitted, you may track its receipt and progress through the permitting process using the Construction Permit Search page on our website. To access Construction Permit Search, please visit [www.iowadnr.gov/airpermitsearch](http://www.iowadnr.gov/airpermitsearch)